

## EMPLOYMENT OPPORTUNITY

### ANNOUNCEMENT NUMBER: HCMALL 10/15A

*This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the ANNOUNCEMENT NUMBER HCMALL 10/15B for reference.*

**NOTE:** All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

**OPEN TO:** All Interested Candidates

**POSITION:** Information Resources Center Director, FSN-10; FP-5 (Steps 5 through 14)\*

**OPENING DATE:** June 25, 2010

**CLOSING DATE:** July 09, 2010

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$52,601 (Starting salary)  
(Position Grade: FP-5 will be confirmed by Washington)

\*Ordinarily Resident: US\$15,795 (Starting salary)  
(Position Grade: FSN-10)

**LENGTH OF HIRE:** Long-term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for a full-time Information Resources Center Director position in its Public Affairs Section.

### BASIC FUNCTION OF THE POSITION

Incumbent of this position will direct and manage the Information Resource Center (IRC) of the U.S. Consulate General in Ho Chi Minh City; oversee the research, reference and outreach services conducted by the IRC staff; plan and implement the outreach and inreach programs to advance the Mission's public affairs goals; develop and maintain continuing contacts with target audience members from all strata of society; develops American Corners in Ho Chi Minh City and provincial cities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

### QUALIFICATION REQUIRED

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in information science, library science, political science, international affairs, or American studies is required.
2. At least three years of progressively responsible experience in information research, library science, or related fields. This includes experience in traditional research and reference services, and in the use of emerging technologies and electronic resources.
3. Must have good knowledge of U.S. reference and resource materials in the subject areas emphasized in the Post's Mission Strategic Resource Plan (MSRP), and of current trends and developments in American and host country information science and technology. Must have knowledge of electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures; in depth knowledge of host country and U.S. foreign affairs policies, legislative and other domestic issues of relevance to MSRP themes.
4. Excellent service orientation to target audience, interpersonal, and cross-cultural skills are required. Must have abilities to carry out reference searches and respond rapidly to complex requests, often for breaking news; to work effectively with American and foreign national staffs; to independently plan, organize, and carry out assigned responsibilities.
5. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold post security clearance.
7. **By law, US Citizen males 18 through 25 born after December 31, 1959 must have registered with the US Selective Service (or have an exception). This registration is a condition of employment for locally recruited positions with the Department of State and other Executive Branch agencies at post under Chief of Mission authority, regardless of locale or the employment mechanism (e.g., direct hire, PSA, other agency PSA or PSC).**

## TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html> or paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **SUBMIT APPLICATION TO**

Management Office  
U.S. Consulate General, 7A Mac Dinh Chi Street  
District 1, Ho Chi Minh City

## **POINT OF CONTACT**

Management Office  
U.S. Consulate General HCMC  
Tel. 84-8-3520-4342/ 4274  
FAX: 84-8-3520-4233

## **DEFINITIONS**

1. U.S. citizen eligible family member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
  - U.S. citizen; and
  - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
  - Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
    1. Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
    2. Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
  - Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term "children" shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse or domestic partner as defined in 3 FAM 1610 when dependent upon and normally residing with the guardian or custodial party;
  - Parents (including stepparents and legally adoptive parents) of the employee or of the spouse or of the domestic partner as defined in 3 FAM 1610, 3 FAH-1 H-2423(c), 3 FAH-1 H-2425.5(2).
  - Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse or domestic partner as defined in 3 FAM 1610, when such sisters and

brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and

- Spouse or same-sex domestic partner as defined in 3 FAM 1610.

3. Member of Household (MOH) – An individual who accompanies or join a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:
- Not an EFM; and
  - Not on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of the sponsoring employee; and
  - Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

A MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and,
  - Does not ordinarily reside (OR, see below) in the host country; and,
  - Is not subject to host-country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

### **CLOSING DATE FOR THIS POSITION: JULY 09, 2010**

(All applications must be received by the closing date to receive consideration)

### **AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*Cleared by: Robert Frazier/MGTC  
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*Drafted by: Nga Le/HRA*